

BRIAR CREEK TOWNSHIP SUPERVISORS	
Organizational / Re-Organization Meeting	January 3, 2022 / 7:00 PM
Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA	

The 2022 Re-Organization Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 3, 2022, at 7:00 PM. Present were the following: Elected/Appointed/Contracted Personnel: Supervisors C. Fisher, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson, and Police Chief T. Frace. C. Hess was not able to be in attendance. Residents attending the meeting included: N. Uram, C. & S. Fischer.

AGENDA & MEETING MINUTES

- Call Meeting to Order – Completed by 2021 Supervisor Chairman M. Sitler.
- Pledge of Allegiance – Completed by all present.
- Recognize any newly elected or re-elected Supervisors – M. Sitler was recognized as a re-elected Supervisor via the 2021 November Municipal Election; this is a 6-year term.
 - As of January 3, 2021:
 - The term for 2021 Appointed Supervisor G. Naus ended January 2, 2022. He was re-appointed at this meeting to complete a 2-year term vacancy through 12/31/2023 (see Motion Item #3). After Motion Item #14 was completed, M. Sitler stopped the meeting to allow G. Naus to take the Oath of Office, which was witnessed and notarized by Notary, C. Switzer of Berwick Notary.
 - Note: Until G. Naus was able to take his Oath of Office, only Supervisors C. Fisher, M. Sitler and T. Prutzman were eligible to make motions and vote. Once G. Naus completed his oath to serve as a Supervisor, he then became eligible to participate in making motions and voting.
 - The terms are ongoing for the following Supervisors: C. Fisher (12/31/2025), C. Hess (12/31/2023), and T. Prutzman (12/31/2023).
- Appoint Temporary Chairperson & Secretary – Completed (see Motion Item #1).
- Supervisors Organizational Motions – Completed. See motion table below.
- Recognition of Guests/Guest Presentations – Not Applicable
- Public Comment – None
- Adjourn – A motion to adjourn this meeting at 7:43 PM was made by G. Naus and seconded by C. Fisher. Motion passed 4-0.

Respectfully,
 Michelle DeStefano
 Secretary/Treasurer

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>
1	<ul style="list-style-type: none"> • Temporary Chairperson: <u>Max Sitler</u> • Temporary Secretary: <u>Michelle DeStefano</u> 	CF	TP	3-0
2	<ul style="list-style-type: none"> • Nominate & Elect Chairperson: <u>Max Sitler</u> • Nominate & Elect Vice-Chairperson: <u>Craig Fisher</u> 	CF	TP	3-0
3	<ul style="list-style-type: none"> • Appoint Supervisor to Vacancy: <u>Gary Naus</u> • Term Duration: <u>2 Years</u> 	MS	CF	3-0
Oath of Office – Completed after Motion Item #14				

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 3, 2022 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	MOTION	By	2nd	Vote
4	<ul style="list-style-type: none"> • Meeting Dates <ul style="list-style-type: none"> ▪ Supervisors Meetings – beginning at 7:00 PM on the following dates: <u>1/3/2022, 2/7/2022, 3/7/2022, 4/4/2022, 5/2/2022, 9/6/2022, 10/3/2022, 11/7/2022, 12/5/2022</u> ▪ Work Sessions – beginning at 7:00 PM on the following dates: <u>1/10/2022, 2/14/2022, 3/14/2022, 4/11/2022, 5/9/2022, 9/12/2022, 10/10/2022, 11/14/2022, 12/12/2022</u> ▪ Combined Supervisors Meetings and Work Sessions – beginning at 7:00 PM on the following dates: <u>6/6/2022, 7/11/2022, 8/8/2022</u> ▪ All Supervisors Meetings, Work Sessions, Combined Supervisors Meetings and Work Sessions to be held at the <u>Township Municipal Building, 150 Municipal Road, Berwick, PA 18603.</u> ▪ PSATS Annual Conference Dates: <u>4/24/2022 to 4/27/2022</u> 	TP	CF	3-0
5	<ul style="list-style-type: none"> • Secretary/Treasurer: <u>Michelle DeStefano</u> • Salary rate per hour: <u>\$17.00</u> 	CF	TP	3-0
6	<ul style="list-style-type: none"> • Treasurer’s Bond of <u>\$350,000.00</u> – Recommend to Auditors <ul style="list-style-type: none"> ▪ Cost: <u>\$425</u> ▪ Renewal date: <u>04/05/2022</u> 	CF	TP	3-0
7	<ul style="list-style-type: none"> • Working Supervisor (includes PA One Call): <u>C. Hess, C. Fisher, G. Naus, M. Sitler, T. Prutzman</u> • Salary rate per hour: <u>\$15.00</u> – Recommend to Auditors 	MS	TP	3-0
8	<ul style="list-style-type: none"> • Road Master/Road Foreman: <u>Terry Albertson</u> • Salary rate per hour: <u>\$24.37</u> • <u>3</u> weeks paid vacation, <u>15</u> paid sick days, <u>3</u> paid personal days, • All else is the same as indicated in the Employee Handbook 	MS	CF	3-0
9	<ul style="list-style-type: none"> • Road Department: <u>Slade Rauch</u> • Salary rate per hour: <u>\$19.66</u> • Phone Stipend: <u>\$25.00/month</u> 	TP	CF	3-0
10	<ul style="list-style-type: none"> • Sewage Enforcement Officer: <u>William Brior - Brior Environmental Services, Inc.</u> • Fees according to schedule 	TP	CF	3-0
11	<ul style="list-style-type: none"> • Alternate Sewage Enforcement Officer: <u>Robert Fugate - Brior Environmental Services Inc.</u> • Fees according to schedule 	TP	CF	3-0
12	<ul style="list-style-type: none"> • Building & Zoning Codes & Permits: <u>Ken Roberts - Town of Bloomsburg</u> • Town of Bloomsburg Quarterly Code Services Fee: <u>\$1172.50</u> 	CF	TP	3-0

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 3, 2022 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>
13	<ul style="list-style-type: none"> • Third-party Inspectors/UCC/Property Maintenance: <u>Larry C. Frace Inspections, LLC</u> • Fees according to schedule 	TP	CF	3-0
14	<ul style="list-style-type: none"> • IT Officer: <u>Tom Frace</u> 	TP	CF	3-0
15	<ul style="list-style-type: none"> • Police Chief: <u>Tom Frace</u> • Salary as per annual contract: <u>\$84,205.00</u> 	CF	GN	4-0
16	<ul style="list-style-type: none"> • Criminal Investigator: <u>Jarrod Noss</u> • Salary: rate per hour as per contract: <u>\$30.44</u> 	CF	GN	4-0
17	<ul style="list-style-type: none"> • Patrolman II: <u>Clinton Libby</u> • Salary: rate per hour as per contract: <u>\$22.39</u> 	CF	GN	4-0
18	<ul style="list-style-type: none"> • Probationary FT Patrolman: <u>Lee Pitonyak</u> • Salary: rate per hour as per contract: <u>\$21.65</u> 	CF	GN	4-0
19	<ul style="list-style-type: none"> • Probationary FT Patrolman: <u>Matthew Zawatski</u> • Salary: rate per hour as per contract: <u>\$21.65</u> 	CF	GN	4-0
20	<ul style="list-style-type: none"> • Regularly Scheduled PT Patrolman – <u>Kristen Cunnington</u> • Salary per hour as per contract: <u>\$22.07</u> 	CF	GN	4-0
21	<ul style="list-style-type: none"> • As Needed Part-time Patrolmen: <u>Shawn Young, Dallas Innes, Travis Stotemyer</u> • Salary per hour as per contract: <u>\$17.71</u> 	CF	GN	4-0
22	<ul style="list-style-type: none"> • Township Solicitor: <u>Hummel, Lewis & Davidson, LLP</u> • Fees according to schedule 	GN	TP	4-0
23	<ul style="list-style-type: none"> • Township Engineer: <u>McTish-Kunkel & Associates</u> • Fees according to schedule 	CF	TP	4-0
24	<ul style="list-style-type: none"> • Vacancy Board: <u>Dennis Peters</u> 	MS	TP	4-0
25	<ul style="list-style-type: none"> • Depository: <u>First Keystone Community Bank</u> 	MS	TP	4-0
26	<ul style="list-style-type: none"> • Personal vehicle mileage reimbursement (when approved) set at Federal Rate by Internal Revenue Service: <u>2022 standard mileage is 0.585 per mile</u> 	MS	TP	4-0
27	<ul style="list-style-type: none"> • Certify Voting Delegate to the State Annual Convention: <u>Carl Hess</u> 	TP	CF	4-0
28	<ul style="list-style-type: none"> • Insurance Carrier: <u>Kilmer</u> 	CF	GN	4-0

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 3, 2022 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	MOTION	By	2nd	Vote
29	<ul style="list-style-type: none"> • Appoint Auditors: <ul style="list-style-type: none"> ▪ 1: <u>Brenda Gensemer</u> ▪ 2: <u>Diane West</u> ▪ 3: <u>Wendy Kupsky</u> ▪ Salary rate per meeting: <u>\$10.00</u> • LOIs: <u>None named</u> • CPA to perform 2021 Annual Audit & Financial Report: <u>Wagner, Dreese, Elsasser & Associates, P.C.</u> <ul style="list-style-type: none"> ▪ Fees according to schedule 	GN	TP	4-0
30	<ul style="list-style-type: none"> • Planning Commission <ul style="list-style-type: none"> ▪ Appoint Administrator: <u>Melissa Fisher 2022</u> ▪ Appoint Member (1): <u>Dan Marston 2022</u> ▪ Reconfirm Members (4) for 2022: <u>Greg, Daily, John Gallagher, Kevin Drumheller, Ronald Samsel</u> ▪ Administrator: <u>\$100.00</u> per month ▪ Members: <u>\$25.00</u> per meeting 	TP	GN	4-0
31	<ul style="list-style-type: none"> • Zoning Hearing Board Solicitor: <u>To be named</u> • Fees according to schedule 	TP made a motion to table for now, seconded by GN.		4-0
32	<ul style="list-style-type: none"> • Zoning Hearing Board (ZHB): <ul style="list-style-type: none"> ▪ Appoint Chairperson/ZHB Member: <u>Frank Bedoski 2022</u> ▪ Appoint ZHB Member: <ul style="list-style-type: none"> ▪ <u>Patricia Leighow 2022</u> • ZHB Member: <u>\$75.00</u> per ZHB Meeting 	GN	TP	4-0
	<ul style="list-style-type: none"> * Appoint ZHB Member (1) and an Alternate ZHB Member for 2022: <ul style="list-style-type: none"> ▪ <u>To be named 2022</u> ▪ <u>To be named (2022 Alternate)</u> 	The Board of Supervisors discussed Motions # 32 and #33 and considered either advertising to fulfill these positions or to network with NCT to share possibly resources to fulfill these positions. Motion made by GN and seconded by TP. MS will reach out to NCT in follow-up.		
33	<ul style="list-style-type: none"> • Uniform Construction Appeal Board (UCAB) - <ul style="list-style-type: none"> ▪ Appoint UCAB Members (3) and an Alternate UCAB Member for 2022: <ul style="list-style-type: none"> ▪ <u>To be named 2022</u> ▪ <u>To be named 2022</u> ▪ <u>To be named 2022</u> ▪ <u>To be named (2022 Alternate)</u> UCAB Member: \$ (<u>To be determined</u>) per UCAB Meeting 			

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 3, 2022 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	MOTION	By	2nd	Vote												
34	<ul style="list-style-type: none"> Appoint Township BAJSA Representative: <u>Melissa Fisher</u> 2022 	MS	TP	4-0												
35	<ul style="list-style-type: none"> Right to Know Officer: <u>Michelle DeStefano</u> Alternate: <u>None</u> 	TP	CF	4-0												
		MS	TP	4-0												
36	<ul style="list-style-type: none"> Township Representative to Columbia County Tax Collection Committee: <u>Michelle DeStefano</u> Alternate: <u>Troy Prutzman</u> 	MS	CF	4-0												
37	<ul style="list-style-type: none"> Pension Plan & Health Insurance Plan Administrator: <u>Michelle DeStefano</u> 	MS	GN	4-0												
38	<ul style="list-style-type: none"> EIT Collector: <u>Berkheimer</u> 	MS	CF	4-0												
39	<ul style="list-style-type: none"> Taxes <ul style="list-style-type: none"> Real Estate: <u>6 mills</u> Fire: <u>1 mill</u> Street Light Assessment: <u>\$34.00</u> (Briar Creek Township) Street Light Assessment: <u>\$9.00</u> (Briar Crest) 	TP	GN	4-0												
40	<ul style="list-style-type: none"> Liaison to: <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>▪ Police Dept.</td> <td><i>To be named</i></td> </tr> <tr> <td>▪ Fire Dept.</td> <td><i>To be named</i></td> </tr> <tr> <td>▪ Office</td> <td><i>To be named</i></td> </tr> <tr> <td>▪ Maintenance</td> <td><i>To be named</i></td> </tr> <tr> <td>▪ Codes</td> <td><i>To be named</i></td> </tr> <tr> <td>▪ Planning</td> <td><i>To be named</i></td> </tr> </tbody> </table> 	▪ Police Dept.	<i>To be named</i>	▪ Fire Dept.	<i>To be named</i>	▪ Office	<i>To be named</i>	▪ Maintenance	<i>To be named</i>	▪ Codes	<i>To be named</i>	▪ Planning	<i>To be named</i>	The Board of Supervisors deferred this motion to next meeting when all 5 Supervisors can be present.		
▪ Police Dept.	<i>To be named</i>															
▪ Fire Dept.	<i>To be named</i>															
▪ Office	<i>To be named</i>															
▪ Maintenance	<i>To be named</i>															
▪ Codes	<i>To be named</i>															
▪ Planning	<i>To be named</i>															
41	<ul style="list-style-type: none"> Emergency Management Coordinator: <u>Harold Kern</u> 	TP	MS	4-0												
42	<ul style="list-style-type: none"> Authorization to pay operating disbursements between meetings 	MS	TP	4-0												
43	<ul style="list-style-type: none"> Authorization to pay operating disbursements electronically (where available with bank/vendor) 	CF	GN	4-0												
44	<ul style="list-style-type: none"> Provide full time Non Uniformed Employees nine (9) paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, 1st day of deer season, and Christmas Day. — Provide full time Uniformed Employees ten (10) paid holidays as per the contract: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and the Officer's Birthday. — Provide Police Chief with twelve (12) paid holidays as per the contract: New Year's 	The Board of Supervisors confirmed these are not necessary to include here as paid holidays, vacation, personal, and sick time are as														

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 3, 2022 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

	Day, Good Friday, Easter, Memorial Day, Fourth of July, Labor Day, Veterans Day, Opening Day of Deer Season, Thanksgiving Day, Christmas Eve, Christmas Day, and the Chief's Birthday.	per contract for uniformed employees and as per the Employee Handbook for non-uniformed employees.
45	• Township office to be closed on holidays provided to full-time employees.	
46	• Vacation, Personal, Sick Time, and other approved leave shall be according to the Employee Handbook for Non-Uniformed Employees unless otherwise previously mentioned.	

CF = Craig Fisher GN = Gary Naus MS = Max Sitrler TP = Troy Prutzman